KAUNO TECHNOLOGIJOS UNIVERSITETAS
KAUNAS UNIVERSITY OF TECHNOLOGY

DESCRIPTION OF INTERNSHIP AT INTERNATIONAL STUDIES OFFICE

Position: Assistant to Enrolment Manager

GENERAL INFORMATION:
• Duration: 4 months (June – end of September preferably)
• Commitment: Full-time (working hours are subject to discussion and can be adjusted flexibly)

TASKS:
• Assisting with motivation interviews, entry tests and the first contact with potential students;
• Review of applications;
• Helping with the admission procedure and registration of new students;
• Helping with daily tasks, administrative work;
• Support during organisation of Welcome Week for new international students.

PERKS:
• Young and friendly team at International Studies Office;
• Office in the campus of university, next to the city center;
• Possibility to live in university’s dormitory (90-140 EUR/month);
• Working hours are flexible and can be adapted according to mutual agreement. Intern can work full-time as well as part-time.
• Period of the internship can be slightly adjusted.

COMPENSATION
• No financial compensation.